



**Date: Wednesday 3<sup>rd</sup> April 2024**

**Start: 6.30pm**

**Present:**

**Steering Group Members Present**

Councillor David Pafford Chair (MWPC)

Councillor Pat Aves (MTC)

Councillor Alan Baines (MWPC)

Mark Blackham (Bowerhill Residents Action Group)

John Hamley (MTUG)

Shirley McCarthy (Environment)

**Officers**

Teresa Strange (MWPC)

Lorraine McRandle (MWPC)

Andrew Meacham (MTC)

**Task Group Members**

Councillor Mark Harris

**Planning Consultants**

Vaughan Thompson (Place Studio)

**MTC Melksham Town Council**

**MWPC Melksham Without Parish Council**

**WC Wiltshire Council**

**MTUG Melksham Transport User Group**

**MINUTES**

**1. Welcome & Housekeeping**

Councillor Pafford welcomed everyone. There were no new attendees, so housekeeping was not required.

**2. Apologies**

Apologies were received from Councillor Glover and Chris Holden. Councillor Glover was substituted by Councillor Baines. Councillor Sankey later advised that he had an emergency appointment.

**3. Declarations of Interests**

There were no declarations of interest.

#### 4. **Public Participation**

There were no members of the public present.

#### 5. **Items to be considered in closed session as confidential**

**Resolved:** For items 7 & 8 to be held in closed session and that Councillor Harris of the Housing Task Group remain in the meeting.

#### 6. **Minutes and Notes**

It was proposed by Shirley McCarthy, seconded by John Hamley and

**RESOLVED** to approve, and for the Chair to sign, the minutes of the Steering Group meeting held on 28<sup>th</sup> February 2024.

#### 7. **Notes, actions and recommendations from workshop held on 21<sup>st</sup> March 2024**

In closed session

#### 8. **Development Management policies, designations and allocations**

In closed session

#### 9. **Future publishing of responses**

Teresa reminded the group that Regulation 14 comments must be published. Having had discussions with Katie it was suggested to bring out some themes rather than respond to every single comment.

Councillor Aves in favour but pointed out the downside that people might look to see the reply to their specific comment.

Vaughan suggested a middle path of generic answers but responding to comments by referring to the relevant answer.

Councillor Pafford wished to avoid unnecessary work.

It was proposed by Councillor Pafford, seconded by and

**RESOLVED** to leave it to staff to decide the best way forward and come back with a recommendation for the best way forward.

#### 10. **Technical Support Packages/Evidence Document Update**

##### a) Evidence documents.

Some mapping of approved planning applications. Community Facilities updated. SEA, Community Engagement need to be updated.

b) Car Park Audit

Some changes of fact made. New version has been seen and noted by the group.

c) Viability Report

Councillor Pafford suggested noting but not yet approving as further work may be needed. Vaughan felt the document could be signed off and any more work done could be an addendum report.

It was proposed by Councillor Pafford, seconded by Councillor Baines and

**RESOLVED** to note and approve the Viability Report, recognising that more work needs to be done.

d) Technical Support

Can't apply for further Technical Support but Steering Group agreed in principle that Teresa can apply for technical support if and when available.

**11. Programme and Next Steps**

The decision on site allocations, and the need for further Reg 14 consultation will affect programme. There was discussion on whether it would allow JMNP2 to be approved in time. Other factors affecting timetable were next Steering Group meeting, approval by Melksham Town Council and Melksham Without Parish Council.

It was agreed that nothing could be fixed at this time.

**12. Feedback to community**

Overtaken by the changes agreed today.

**13. Finance**

Teresa and Katie meeting to agree a new quote. In view of the uncertainty surrounding the next meeting, it was agreed that the group were happy for MTC and MWPC to agree payment of invoices before they had been seen by the Steering Group.

**14. Next meeting**

No decision could be made.

The meeting closed at 8.45

signed.....  
Chair,